



Department of ADMINISTRATIVE SERVICES *Job Postings*



DEPARTMENT OF REHABILITATION SERVICES (DORS) DISABILITY DETERMINATION SERVICES

JOB OPPORTUNITY

ANTICIPATED VACANCIES - DISABILITY CLAIMS EXAMINER ASSISTANT

This position is 100% Federally Funded

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 309 Warwarme Street, Hartford, CT 06106

Job Posting No: Multiple Positions

Hours: Monday – Friday, 35 hours per week

Bargaining Unit: Education Professionals (P3B)

Salary: \$53,784.00* – 68,397.00 (EB 21)
* Employees new to state service start at the minimum of range

Closing Date: June 5, 2017 – June 16, 2017

The Department of Rehabilitation Services, Bureau of Disability Determination Services, is presently accepting applications for multiple vacancies for Disability Claims Examiner Assistant positions. In Disability Determination Services, disability examiners are responsible for adjudicating disability claims filed through the Social Security Administration (SSA). Disability examiners are required to analyze medical evidence, evaluate vocational information, assess technical criteria of the SSA disability program, and prepare written determinations to evaluate eligibility for benefits. Applicants must have knowledge of disabling conditions, familiarity with medical terminology, and an understanding of vocational issues and the functional demands of work. Knowledge of the SSA disability program is helpful. Individuals must manage high volume caseloads while organizing complex and detailed information. Computer and telephone skills are required. Preference will be given to those with a Master's degree.

Preferred skills and experience:

- Ability to organize and manage a caseload while meeting simultaneous requirements for quality, productivity, timeliness, and customer service
- Interpersonal skills and ability to deal with the public while demonstrating an understanding and respect for individuals of differing backgrounds.
- Considerable written and verbal communication skills
- Ability to use sound reasoning and critical thinking to make decisions
- Ability to adapt to frequent changes in policies, procedures, and computer applications

DISABILITY CLAIMS EXAMINER ASSISTANT

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EXAMPLES OF DUTIES:

Performs a limited range of duties in the determination of disability benefits; evaluates and adjudicates initial, reconsiderations and childhood applications for disability filed under the Social Security Disability and Supplemental Security Income programs; reviews evidence and renders determinations of eligibility in accordance with Social Security Administration law, court orders, rulings, and regulations; develops and analyzes complex medical, non-medical, and vocational evidence for consistency, validity, and sufficiency; contacts claimants, physicians, hospitals, clinics, laboratories, rehabilitation facilities, attorneys and other claimant representatives to gather documentary evidence; confers with medical and other consultants to resolve complex problems; determines need for consultative examinations to obtain additional evidentiary documentation; prepares pertinent findings of fact, evaluates totality of evidence, and determines capacity of claimant to engage in substantial gainful activity; prepares written reports to document decision and issues formal determinations of eligibility; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of disabling conditions and medical terminology; interpersonal skills; oral and written communication skills; ability to gather, analyze, evaluate significant information pertinent to the claimant; ability in report writing; ability to relate to different cultural and economic backgrounds; ability to organize time, set priorities and manage workload using an electronic system.

EXPERIENCE AND TRAINING:

General Experience:

Five (5) years of experience in the determination of disability within a state disability determination agency.

Substitutions Allowed:

College training in rehabilitation counseling, psychology, special education, social work, or related behavioral or social science may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree OR a Master's degree.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to retain a valid Motor Vehicle Operator's license or Identification Card.
2. Incumbents in this class may be required to travel with or without an accommodation.

CHARACTER REQUIREMENT:

Under Sec 17b-651a of the CGS each incumbent offered a position of employment with the Department of Rehabilitation Services, Disability Determination Services, shall be required to submit to fingerprinting and state and national criminal history records checks as provided in section 29-17a and 404.s.c. S 11331, the Federal Information Security Management Act of 2002 and Executive Order 13467; and individuals must meet the credentialing standard of 221 of the Social Security Act.

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the following and forward as indicated below:

- State of Connecticut Application for Employment: [\(CT-HR-12\)](#)
- Copy of college transcripts (Original will be required upon hire).
- Three (3) professional reference letters from current and/or former supervisors, or performance appraisals.
- Candidates currently employed in state service, please submit your two (2) most recent service ratings in lieu of references with your application materials.

Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105
ATTN: Human Resources
OR EMAIL TO: DORS.Recruitment@ct.gov

THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted.

PLEASE NOTE: The primary contact will be via email if provided on your application.

Applications will be accepted by U.S. Mail, or email only. Late or incomplete applications will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact DORS Human Resources at 860-424-4985 or DORS.Recruitment@ct.gov